

District 04-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Page 1 of 6
Court Date <u>2/13/12</u>		<u>51469-2226</u>
Charles County		Forward three (3) copies to address at left.
County		

## PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Traffic  Traffic File Folders 2008 Request to destroy all files and folders. Cases more than 3 years old          Closed in <u>2008</u>	2219	Sec IV 2a.b.	January 1 thru December 31,2008	25		

**Destruction Approved by Maryland State Archives**

**Destruction Certification**

2/23/2012  
Date

  
State Archivist

\_\_\_\_\_  
Signature of Court Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





District 04-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Page 4 of 6
Court		<u>51469-2226</u>
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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	<p>Civil Citations/Municipal Infractions 2008</p> <p>Request to strip files and destroy miscellaneous paperwork. Cases are over 3 years old</p> <p>Closed in <u>2008</u></p>	2219	SecIV 2a.b.	January 1 thru December 31, 2008	10		

**Destruction Approved by Maryland State Archives**

## Destruction Certification

2/23/2012  
Date

Edward C. Topp  
State Archivist

Signature of Court Official

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Title

Date \_\_\_\_\_



District 04-02	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	Page 6 of 6
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# PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

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No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	<p>Expungement Files 2008</p> <p>Request to shred entire file. Cases are over 3 years old</p> <p>Closed in <u>2008</u></p>	2219	SecIV 2d.e.	January 1 thru December 31, 2008	10		

**Destruction Approved by Maryland State Archives**

## Destruction Certification

2/23/2012  
Date

*Edward C. Jensen*  
State Archivist

Signature of Court Official

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Title

Date \_\_\_\_\_